

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 301—Travel Allowances

PART 301-1—APPLICABILITY

Sec.

- 301-1.1 What is an “agency” for purposes of this chapter?
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§ 301-1.1 What is an “agency” for purposes of this chapter? It is as follows:

An agency includes...	But does not include...
An Executive agency, as defined in 5 U.S.C. 5701; A military department; An office, agency or other establishment in the legislative branch; and The government of the District of Columbia;	A Government-controlled corporation; A Member of Congress; An office or committee of either House of Congress or of the two Houses; or An office, agency or other establishment in the judicial branch.

§ 301-1.2 What is an “employee” for purposes of this chapter? An “employee” is:

(a) An individual, regardless of status or rank, employed by an agency;

(b) An individual employed intermittently in Government service as an expert or consultant and paid on a daily when-actually-employed basis; or

(c) An individual serving without pay or at \$1 a year (also referred to as “invitational traveler”)

§ 301-1.3 What is “immediate family” for purposes of this chapter? (a) Any of the following named members of the employee's household:

(1) Spouse;

(2) Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term "children" shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee or employee's spouse; and a child born after the employee's travel is authorized or while the travel is being performed.);

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- (3) Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse (see paragraph (b) of this section for dependent status criteria); and
- (4) Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (See paragraph (b) of this section for dependent status criteria.)

- (b) Generally, the individuals named in paragraphs (a) (3) and (4) of this section shall be considered dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criteria shall not be the decisive factor in all cases. These individuals may also be considered dependents for the purposes of this chapter if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

§ 301-1.4

What is an “official station” for purposes of this chapter?

The geographic limits of the official station are:

For an employee (or invitational traveler as defined in § 301-1.2)...	The official station is...
Who is stationed (or whose home or principal place of business in the case of an invitational traveler is) in an incorporated city or town,	The corporate limits of the city or town where the employee is stationed (or where the home or principal place of business exists in the case of an invitational traveler)
Who is not stationed (or whose home or principal place of business in the case of an invitational travel is not) in an incorporated city or town,	The reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries within which the employee is stationed (or the home or principal place of business exists in the case of an invitational traveler)

§ 301-1.5

Who does this chapter cover?

This chapter covers the following individuals:

- (a) Employees traveling on official business;
- (b) Interviewees performing pre-employment interview travel;

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- (c) Employees who must interrupt official business travel to perform emergency travel as a result of an incapacitating illness or injury or a personal emergency situation; and
- (d) Threatened law enforcement/investigative employees and members of their immediate family temporarily relocated to safeguard their lives because of a threat resulting from the employee's assigned duties.